



# DEPARTMENT OF MENTAL HEALTH CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT **CANCELLED**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF MENTAL HEALTH	<b>RELEASE DATE:</b>	Monday, September 27, 2010
<b>POSITION TITLE:</b>	Deputy Director, Administration	<b>FINAL FILING DATE:</b>	Friday, October 8, 2010 <i>or until filled</i>
<b>CEA LEVEL:</b>	CEA 4	<b>EXTENDED FINAL FILING DATE:</b>	Monday, September 27, 2010
<b>SALARY RANGE:</b>	\$ 9,018.00 - \$ 9,939.00 / Month	<b>BULLETIN ID:</b>	09272010_5

## POSITION DESCRIPTION

The Deputy Director, Administration, manages the department-wide administrative services and fiscal services, including fiscal policies and systems, county financial program support, budgets and accounting; human resources; labor relations, health and safety, training/staff development, general business operations, procurement and contracts; serves as department procurement and contracts officer and confers with the Director, Chief Deputy Director, and other members of the Department's Executive Team on major policy, program and operation issues affecting DMH headquarters, State hospitals, field offices and the DMH operated Psychiatric Programs; provides policy guidance and advises the Executive Staff and Department managers on the implications of proposed administrative actions and policies; develops, adopts, or recommends adoption of, and implements departmental administrative and operational policies; and acts as spokesperson on administrative matters before the Legislature, Federal agencies, State agencies, local governments and special interest groups.

## MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and

control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### DESIRABLE QUALIFICATION(S)

1. Knowledge of fiscal systems and the ability to manage a complex multi-function financial organization.
2. Knowledge of the organization of the California State Legislature, and its functions and the State's administrative process.
3. Knowledge of the Department of Mental Health's organization and functions, and the administration of mental health programs.
4. Ability to work with managers and supervisors to gain their support, cooperation, and active involvement.
5. Managerial experience in one or more of the following: personnel, labor relations, health and safety, training/staff development, or other areas of human resources, business services, contracts and/or procurement functions.
6. Experience in and/or knowledge of planning and policy making, especially in administrative services programs.
7. Demonstrated leadership and management ability in addition to showing initiative and independence of action in policy and decision making.

### EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Administration**, with the **DEPARTMENT OF MENTAL HEALTH**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination consists of a review of each candidate's qualifications for this position and may include an oral interview. Based on the minimum and desirable qualifications announced in this bulletin and evaluation criteria developed for this position, each candidate's application and Statement of Qualifications will be reviewed by a designated departmental screening committee. It is critical that applications/statements include specific information on experience and education applicable to these qualifications. Based upon the screening committee's evaluations, individuals may or may not be invited to interview. All candidates will be assigned a rating and will be notified in writing of their final scores. Direct questions concerning the exam process to Cynthia Krohn at (916) 654-2535. California Relay for the hearing impaired: from a TDD phone (800) 735-2929, from a Voice Phone (800) 735-2922 or (916) 322-1700.

### FILING INSTRUCTIONS

#### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's

education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

DEPARTMENT OF MENTAL HEALTH, Human Resources  
1600 - 9th Street, Room# 121, Sacramento, CA 95814  
Cynthia Krohn | (916) 654-2535 | [cynthia.krohn@dmh.ca.gov](mailto:cynthia.krohn@dmh.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF MENTAL HEALTH reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>